



Traditional Events

Coordinator

Associated Students of Whitworth University

Purpose: The purpose of the Traditional Events Coordinator is to uphold and enhance the cherished traditions of Whitworth University. This role focuses on planning and executing events that celebrate the unique culture and history of the university, fostering a sense of pride and continuity among students, alumni, and the broader Whitworth community. Through these efforts, the Traditional Events Coordinator strengthens the bonds of community and reinforces the values upheld by ASWU.

Position Information: The Traditional Events Coordinator will receive pay based on an 8.5-month, part-time position requiring approximately 14 hours per week. Employment begins at 9:00am August 25, 2025, which is the start of fall orientation/training and will conclude at 5:00pm, May 11, 2026. During this contract period, ASWU employees are expected to adhere to your job description and the code of conduct. Additionally, mid-semester retreats will typically occur each semester. Coordinators are required to attend these events.

- Fall Semester responsibilities extend through Monday December 8th.
- Spring Semester responsibilities extend through Monday May 11th.

Qualifications

- Excellent organizational and time management skills including program development, marketing, implementation, evaluation, record keeping, and budget management.
- The ability to be flexible, creative, and unique with programming and promotion.
- The ability to negotiate with outside promoters and businesses in a professional manner.
- The ability to plan events with the knowledge of a budget, making smart financial decisions that allow remaining events to have the needed budget to succeed.
- Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
- Proficiency in Microsoft office, including Teams and Outlook.
- Have manageable outside commitments.
- ASWU officers shall maintain a 2.5 GPA prior to and during their tenure. Any officer who does not meet this requirement may be subject to dismissal or be subject to a probationary period.

Tasks and Responsibilities

Responsibilities

- Lead various events including, but not limited to, Bingo night, Homecoming Tailgate (or Unplugged), Winter Carnival, Casino Night, Prom, and Spring Fest.
- Keep senators and representatives informed of your events and advertising techniques, Present events at ASWU weekly meetings at least three weeks before the event date, ask for help from ASWU employees, and assign jobs for events to ASWU employees at least two weeks before the event date.
- Produce unique professional promotion and advertisement for each event creating fun and engaging posters that invite students to events with accurate information on them (e.g., Instagram, Posters, other social media sources, etc.).
- Utilize the ASWU provided budget to facilitate community events. Minimum of 1 event per month (or a total of 6 per academic year).

- Manage financial accounts and coordinate event costs within the budget
- Maintain 5 office hours within your office per week. This time is spent in your office preparing for your events. Additionally, it is important to spend time in the office engaging colleagues, constituents, and supervisors.
- Manage uploads, updates, and edits of documents in Teams.
- Maintain an archive of all work in the position specific Team folder.
- Maintain a weekly journal outlining engagement and work-related activities within your assigned Team folder.
- Become well informed and discover the rationale behind the policies and procedures that govern the university to ensure that student issues, needs, and concerns are being addressed.

Represent Whitworth Students

- Ensure that all constituencies across campus including transfer, nontraditional, minority, physically impaired students, etc. are well represented and informed.
- Actively solicit opinions from students in all constituencies seeking feedback regarding future and past events. As needed, share appropriate constructive feedback during weekly assembly meetings.

Integration with Other Leaders

- Work with the assembly, as needed, to coordinate the needs of your events.
- Contribute to the general programming needs of the community, actively assisting other leaders as needed, and regularly attend programs put on by others in student activities and ASWU.

Member of the ASWU Staff Team

- Attend all ASWU Assembly weekly meetings.
- Assist and collaborate with other coordinators and student leaders putting on events
- Serve on at least one ASWU approved committee.
- Attend and participate in all orientations, training sessions, meetings, GE 330H (fall and spring) and retreats.
- Perform any other duties as requested by the Assistant Dean, Student Life Program Coordinator and/or the Executive Team.
- Meet bi-weekly with the Assistant Dean of Life Programs.

Compensation

Compensation will consist of a stipend. You will receive a stipend payment of \$447.06 twice each month beginning September 12, 2025, through May 27, 2026. These payments are made via direct deposit to your bank account. Exceptions are as follows:

- The final fall semester stipend payment will be on December 23, 2025. You will not receive payment on January 12, 2026.
- If you do not work as a coordinator during Jan Term, you will not be paid the January compensation (with those deposits being on January 27 and February 12, 2026).